

Select Board
Tuesday, February 8, 2022
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

The Carlisle Select Board met on Tuesday, February 8, 2022, at 7:00 p.m. at the Carlisle Town Hall (Clark Room) located at 66 Westford Street. Present were Barney Arnold-Chair, David Model-Vice Chair, Kate Reid, Nathan Brown and Luke Ascolillo.

Community Input:

There were no requests

LEPC Update:

Covid testing is still available at the Fire Department to all Carlisle residents.

The Board of Health reported that the number of Covid cases has significantly dropped from 2 weeks ago. Fire Department has also seen a decrease in the number of test requests.

Carlisle Public Schools has also seen a drop in the number of COVID cases.

LEPC will now meet once a month. The next meeting is scheduled for Monday, March 7th at 10:00 AM

Creation of Transfer Station Action Committee:

The Select Board met with Christine Lear on behalf of the Transfer Station Task Force regarding the creation of the Transfer Station Action Committee (TSAC).

A Draft Charge and Membership was reviewed by the Board.

DRAFT

Transfer Station Action Committee (TSAC)

Mission/Charge: Respect for the environment is an important value to Carlisle residents. The Carlisle Transfer Station is an essential town asset that provides opportunities to properly dispose of solid waste, reuse useful items, and recycle as allowed by state law. The Transfer Station Task Force (TSTF) was created in the Spring of 2021 and asked to investigate ways to reduce the town's solid waste tonnage, enhance the town's recycling efforts, develop ways to

further educate the Transfer Station users and recommend other general improvements. The Carlisle Transfer Station Action Committee (TSAC) will implement the recommendations provided by the TSTF as outlined in their final report: "Transfer Station Task Force Recommendations to the Carlisle Select Board, January 5, 2022". This report was approved unanimously by the Carlisle Select Board, with one amendment, at its meeting on January 22, 2022. (See Carlisle Select Board Minutes, 2/22/22.)

The TSAC will provide periodic progress reports to the Carlisle Select Board as requested.

Membership: 8 to 10 (including 2 members of the Household Recycling Committee listed below)

Appointment: Select Board

Term: initially staggered: 3 year term, 2 year term, 1 year term; thereafter 3 year terms

After careful review, it was agreed that the mission/charge should be revised as follows:

Delete last 3 sentences in the first paragraph and add the suggested language as follows:

" The Carlisle Transfer Station Action Committee (TSAC) will implement the recommendations of the Transfer Station Task Force approved by the Select Board and make other recommendations as appropriate for approval by the Select Board."

Mission/Charge should also include the TSTF recommendations outlined in the report.

The board agreed to reschedule this matter to its next meeting on Feb. 22, 2022.

Joint Session with Carlisle ARPA Committee - Funding Prioritization Criteria

The Select Board met with Scott Triola, John Kaufman, and SB member Kate Reid from the American Rescue Plan Act (ARPA) Committee for an update and to vote on funding prioritization criteria.

7:30 PM ARPA opened their meeting as posted with the Town Clerk as a joint of the

ARPA is a \$1.9T economic stimulus package signed into law in March 2021

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Carlisle's SLFRF allocation is \$1.57M.

- 1st tranche (50%) already received
- 2nd tranche (50%) will be received 12 months after the first tranche
- SLFRF must be obligated by December 31, 2024, and expended by December 31, 2026

SLFRF is a Unique Federal Grant (Reverse of typical grant process)

Funds Received First
Funding Guidelines Finalized
Recipient Funding Allocation and Reporting

*Still a Federal grant

Select Board has spending approval authority
Approval of grant fund expenditures follows the provisions of G.L.c. 44, § 53A
Subject to federal contract and procurement laws
Expenditures are subject to the same audit standards/requirements as any other Federal grant

SLFRF “Final Rule” issued January 6, 2022

Added \$10M standard allocation option for revenue replacement category.

Carlisle can elect to use up to 100% of our SLFRF for “revenue replacement.”

Funds allocated to revenue replacement can be used to provide “government services” (most flexible category)

Revenue replacement category has “streamlined” reporting requirements. Minor eligibility adjustments made to other categories, which include:

Responding to Public Health and Economic Impacts of COVID-19
Premium Pay
Water & Sewer Infrastructure
Broadband Infrastructure

SLFRF cannot be used to offset a tax cut, make a deposit to a pension fund, for debt service or replenishing financial reserves, for satisfaction of settlements/judgements.

Carlisle ARPA Key Dates:

Nov 24	ARPA Letter and Funding Request Form Distributed
Jan 6	SLFRF “Final Rule” Issued
Jan 7	First Funding Request Submission Deadline
Feb 8	Select Board Prioritization Discussion
March/April	ARPA Committee Funding Recommendations Begin
April 25	Town Meeting
April 30	First Annual SLFRF Project and Expenditure Report Due
Sept/Oct	2nd SLFRF Tranche Received (50%)

Dec 31, 2024 Deadline for all SLFRF Funds to be Obligated

TBD Future Funding Request Deadlines

1ST Submission Deadline

29 SLFRF Funding Requests Totaling \$2.6M

Submission materials can be viewed here:

<https://drive.google.com/drive/folders/1GJgWwt3JENsFPJBoyHlz1mfwSXwIUY4c?usp=sharing>

The ARPA committee requested input from the Select Board in regard to its Draft ARPA Prioritization Criteria (below).

DRAFT
ARPA Prioritization Criteria
(Not in order)

- Amount of request, availability of alternative funding and cost-benefit ratio of request
- Funding recommendations support multiple functions and communities in Carlisle that have been negatively impacted by COVID.
- COVID related requests that are discrete, will be completed within the funding timeline and do not require ongoing expense.
- Air quality and other infrastructure projects that have been vetted and prioritized by MFC/CPS/FinCom. They are nonrecurring expenditures targeted towards strategically important long-term assets that provide benefits over many years.

The Select Board offered its support of the Draft ARPA Prioritization Criteria as presented this evening.

Carlisle Governance Task Force Update:

The Select Board met with Rebekah Vieira and Vanessa Moroney from the Carlisle Governance Task Force to discuss potential warrant articles for inclusion in the 2022 Annual Town Meeting Warrant:

1. To propose a general bylaw or special act to centralize staff authority, but not policy-making authority, within the office of the select board and town administrator.
2. To propose a general bylaw to create a human resources director, appointed by the Select Board.
3. To propose a change from an elected Town Clerk to a Select Board appointed Town Clerk.
4. To change the existing bylaw to reflect that the Personnel Board will be advisory in nature and expand its scope to improve the volunteer appointee process.
5. To change the existing bylaw to reflect standard state-wide practices the creation of the budget will be the joint responsibility of the Town Administrator and Finance Director/Treasurer.
6. Confirmation/Ratification of the position/title of Finance Director (more historical information

needed to determine action).

7. To propose a general bylaw to create a new volunteer committee to serve in an advisory capacity to address town-wide and departmental information technology issues/needs and resident-facing communications.
8. To propose a general bylaw to create an information technology director.
9. To propose a bylaw to change the Town Meeting structure from 1x/year to 2x/year
10. To propose a bylaw to allow electronic voting at Town meetings.
11. To propose a bylaw to publish the final Warrant Book with more time prior to Town Meeting.
12. To propose the extension of the term of the Town Governance Task Force, and/or create its successor committee.

It was agreed that the Carlisle Governance Task Force will work with Town Counsel to determine which of the 12 warrants topics require a bylaw change and submit the refined/updated list of warrant articles to the board no later than February 17th.

Community Paradigm – Discussion of TA Search process

The Select Board reviewed the proposal from Community Paradigm Associates to provide executive recruiting services in the search for an interim and permanent town administrator. Present from Community Paradigm were:

Bernard Lynch, Founder/Managing Principal – has over 40 years of municipal leadership. He served as the City Manager in Lowell for 20 years and previously served as the Town Administrator in Chelmsford, MA for 8 yrs.

John Petrin, Senior Associate - served as Town Administrator in Burlington, MA for 7 years before retiring; previously he was the Town administrator in Harvard from 1988-2001.

Sharon Flaherty, Principal - has assisted in the management of more than 100 executive recruitments in addition to working on such projects as compensation and classification, business development marketing, community engagement, and communications.

Community Paradigm has assisted over 70 municipal managers, both interim and permanent. Mr. Lynch stated that the process will involve information gathering from the Select Board, Department Heads, and other town officials to develop a position statement to serve as a “recruiting brochure” about the positions to potential candidates. The pool for interim candidates will likely be comprised of retired managers, although some candidates may be managers in transition who might also be considered for the permanent position.

The Select Board will need to decide if Community Paradigm Associates would be reviewing the resumes and interviewing semi-finalists alone or with a screening committee. The screening committee would have to maintain confidentiality. He clarified that the screening committee is not the selection committee and that the Select Board will make the final decision.

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to approve the proposal submitted by Community Paradigm and proceed with the search for a permanent full-time Town Administrator and hire an interim TA who would start in April and serve until the permanent Town Administrator.

Select Board requested to see a proposed timeline

Update regarding Center Park:

The Select Board met with Alison Saylor on behalf of the Friends of Center for an update on upcoming events and projects at Center Park.

Friends of Center Park / 2022 Events:

1. Nature's H'Art Gallery (Feb 12 - March 20)
2. Twiggy Workshop – funded by Carlisle Cultural Grant
3. Community Spring and Fall Center Park Clean-up
4. *Garden Classes (April 4 - June 27) Every Monday 9:30 - 11:30 AM Open to all adults, but promoted by the COA and the Mass Master Gardeners*
5. *Meet-up Mondays (July 11 – October 24) - Monday 9:30 - 11:30 AM. Open to all adults, promoted by the Mass Master Gardeners to continue gardening class on a less formal basis.*
6. Earth Day Sat (April 23 - 2:00 – 4:00 PM)
7. 15th Anniversary Celebration of Center Park (Old Home Day weekend)
8. Halloween Spooky Trail
9. Fairy Workshops
10. No Mow May at Center Park - A portion of the lawn will be left unmowed by the DPW until June in order to allow pollinators and other insects the month of May to grow, and the Friends will provide temporary signs explaining the purpose.

*The Select Board clarified that since Center Park is town-owned land, any substantial changes on this parcel require advance approval of the Select Board. It was further agreed that the Friends of Center Park will host a public forum to allow residents an opportunity to provide input, express concerns, and make suggestions regarding proposed projects and events at Center Park.

* Select Board agreed to postpone voting on the additional request to adopt a Town-wide No Mow May for town-owned property maintained by the DPW pending further discussion with DPW Supt. Gary Davis.

Sign Request

Friends of Center Park requested permission to install a two-sided permanent sign to be placed in the front garden bed under the Oak tree near Lowell Street, similar in size to the Police sign. Also requested were the addition of movable benches made by Carlisle artists.

*Select Board requested to see design plans for the permanent sign and portable benches prior to seeking approval from the Historical Commission.

Use of the Common

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED**, that the Select Board approve the use of the Common by the Carlisle Garden Club on Earth Day, Saturday, April 23rd and on Friday, MAY 20th for setting up for the Garden Club Plant Sale, and on Saturday, May 21st for the Garden Club Plant Sale.

Town Administrator's Report

1-Small Bridges Program Grant application

Application to the Commonwealth's Small Bridges construction grant program due April 1st. TEC has designed improvements at both the Curve Street and Maple Street bridges under a prior state grant and now the grant program that actually funds these projects is accepting applications. The estimate to repair both bridges is approximately \$340K.

The Select Board requested to meet with TEC at the next Select Board meeting on February 22nd to review/discuss the final design and the construction of the guardrails.

2-Town Counsel rates effective July 1st

Town Counsel – Miyares & Harrington, LP has requested an increase in his billing rates effective July 1st. Miyares & Harrington have only increased rates one time previously in their nine years as Town Counsel. It was agreed to request Town Counsel submit a multi-year contract with the proposed new rates to be approved by the Select Board at a future meeting.

3-Town-wide Nonunion Wage Study update

Town has retained Human Resources, Inc. to perform a market analysis and update our nonunion wage and salary schedule. The last full update was in 2014 as part of the Wage and Classification study. This is the optimal way to make sure that all positions on the wage scale are reviewed on a periodic basis and slow down the many requests for reclassification.

4-Boston Brain Tumor Society Bike Ride – May 15th

The National Brain Tumor Society has requested permission for the Boston society to conduct a portion of their Bike ride in Carlisle on Sunday, May 15, 2022. The expected bike route is also attached.

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to approve the request for Boston Society to conduct a portion of their Bike ride in Carlisle on Sunday, May 15, 2022.

5-Poppy Project

The Cultural Council will be soliciting ideas from the public for this year's Poppy Display on the Common. The Select Board would approve the final design since it is on Town property.

Liaison Reports:

L. Ascolillo / Board of Assessors

The new Principal Chief Assessor Brian Macdonald has begun working in Carlisle. The Board of Assessors would like to have the vacant Administrative Assistant position replaced with a new position with more responsibilities and required skillsets. A joint meeting with the Board of Assessors and Select Board has been requested to discuss the proposed Senior Tax Deferral Program.

Approval of Minutes/Warrants:

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the meeting minutes for January 25, 2022, and February 1, 2022.

Town Expense/Payroll Warrants:

The following three town expenses & payroll warrants were reviewed and approved by Barney Arnold on 1/26/22 and 2/2/22

- Town Expense Warrant #22TE15A (\$578.95)
- Payroll (Town & School) Warrant #22PR16 (\$728,093.54)
- School Expense Warrant # 22SE16 (\$83,080.81)
- Town Expense Warrant # 22TE16 (\$1,207,992.14)

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to adjourn the meeting.

Documents reviewed during the meeting:

- SB 2.8.2022 Meeting Packet
- PowerPoint presentation – ARPA Committee



Carlisle ARPA Committee

Funding Prioritization Criteria

February 8, 2022

American Rescue Plan Act (ARPA)

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Project Breakdown

Total ARPA Requests \$2,639,245.50

Request by Group	\$ Submissions Value	% of total
BoH	\$156,000	5.9%
COA and BoH	\$30,000	1.1%
CPS	\$1,394,950	52.9%
Police	\$200,000	7.6%
Fire	\$460,000	17.4%
Municipal Facilities Committee	\$135,900	5.1%
CCC	\$10,000	0.4%
Chamber Orchestra	\$28,420	1.1%
Gleason	\$21,000	0.8%
CAHT	\$176,200	6.7%
COA	\$11,381	0.4%
Conservation Commission	\$5,000	0.2%
Planning	\$10,395	0.4%
Total	\$2,639,246	100.0%

Submission materials can be viewed here:

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ARPA/SLFRF Information Resources

U.S. Department of the Treasury SLFRF Website

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

Overview of SLFRF “Final Rule”

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Compliance and Reporting Guidance

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

Massachusetts Municipal Association (MMA) Federal Funds Resources

<https://www.mma.org/resources/federal-funds-resources/>

CliftonLarsonAllen (CLA) SLFRF Update Webinar (January 27)

<https://www.claconnect.com/events/2022/update-on-coronavirus-state-and-local-fiscal-recovery-funds-funded-by-arpa>